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From: Hebert, Suzana (EHS)
Sent: Monday, February 11, 2013 9:22 AM
To: /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Barbara.Daley;
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=CScimone;
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts;
Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cash, Steve (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chen, Karen (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (EHS); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); McVarish, Marianne (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen-Vu, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Phillips-Scott, Sadie (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH)
Cc: Shetler, Christopher (EHS); Cormier, Carol (EHS)
Subject: FW: Self Service Time and Attendance, Thursday February 7, 2013 - DPH Central Office Employees

Importance: High

Morning Everyone,
Please ask your employees and time approvers to go in as soon as possible and report Friday, February 8th as WEA.
Thank you

From: DPH-HR - Notices (DPH)
Sent: Thursday, February 07, 2013 9:57 AM
To: DPH-DL - ADMIN-DEPT 294; DPH-DL - HSLI-All-Staff
Subject: Self Service Time and Attendance, Thursday February 7, 2013 - DPH Central Office Employees

Please remember that you are responsible for entering your attendance information for the week, into the online system by **Thursday at 12 noon**. We are asking staff to enter their time as early as possible today to allow approvers to approve time before the close of business today.

If your time changes after you have submitted it, you need to update your timesheet and alert your approver to approve the changes. The proper code to use if you are released due to a state of emergency is "WEA."

Employees who requested and were approved to use paid leave (e.g., Vacation Leave, Personal Leave, Sick Leave or Compensatory Time) on a day or any part of a day in which a state of emergency is declared or an employee release directive is issued shall be charged with that paid leave as previously requested.

Should Governor Patrick declare a state of emergency, the Employee Service Center (ESC) will operate under normal hours of operation with a skeleton crew on Friday and be closed on Saturday. Their phone message will be updated accordingly.

DPH Central Office employees are using the **Reported Time** time sheet. The Central Office employees include DPH employees working at the State Office for Pharmacy Services, each of the Regional Health Offices, the Laboratory Bureau and the Bureau of Infectious Disease and HRCMS contracted employees working for any of the Central Office programs.

The link to the Mass HR home page where you will find your online timesheet is www.mass.gov/masshr. The online trainings and job aids can be found at www.mass.gov/masshr/training. Your internal procedures for requesting leave, reporting absences etc. have not changed.

The Mass HR Employee Service Center (ESC) is your go to resource.

The ESC is open Monday through Friday from 6:30 a.m. to 5:30 p.m. Saturday 8:00 a.m. to noon and is available by phone and email.

Phone: 617-979-8500

Toll Free: 1-855-4HR-SPPT (1-855-447-7778)

TTY: 617-248-0546

Email: MassHREmployeeServiceCenter@State.MA.US